

APPENDIX E VOLUNTEER DRIVING FORM

In addition to the other forms, volunteers who drive vulnerable persons in the context of a ministerial relationship must complete this form. Drivers must be 18 years of age or over and hold a valid Class 5 driver license with Graduated Driver License notice removed.

Full Name of Driver:			Email Address
Contact Information	Street Address	City/Province	Postal Code
	Daytime	Evening	Cell
Driver's License Information	License No.	Province of Issue	Expiry Date: Day/Month/Year

Vehicle	Make	Model	License Plate No.	Seating Capacity incl. Driver
Vehicle Insurance	Company		Policy No.	Expiry Date
Name of Owner:	(If different from Driver)		Email Address	
Contact Information	Street Address	City/Province	Postal Code	
	Daytime	Evening	Cell	
Signature of Owner (If Other than Volunteer Driver)				

Insurance Information

1. The Diocese requires that the vehicle owner maintain, at all times, valid automobile Third Party Liability Insurance of a minimum of \$2,000,000 in respect of liability for injury or death of any passengers in the vehicle the volunteer is operating. In addition, the vehicle owner will have a standard Endorsement Form 44 which provides additional coverage in the event the third party does not have insurance or is under insured.
2. In the case of an insurance claim (i.e. third-party damage and/or personal injury) the vehicle owner's automobile liability insurance applies before that of the Diocese.
3. Additional automobile liability insurance protection is provided under the Diocese's comprehensive general liability insurance policy for authorized drivers transporting parishioners, clients and Diocese/parish employees on approved activity. This insurance is **only for an amount in excess of the limit of liability provided by the vehicle owner's liability insurance policy.**
4. Damage to any vehicle, including the owner's, is the responsibility of the volunteer driver and not the diocese/parish.

Commitments

By submitting this application to become a volunteer driver:

1. I undertake to ensure that the vehicle used to transport passengers is in safe operating condition.
2. I agree to:
 - a. Operate the automobile referred to herein in safe manner.
 - b. Abide by all applicable laws at all times while I am transporting passengers in the line of my volunteer duties.
 - c. Limit the number of passengers to the number of useable seatbelts (or required child seats).
 - d. Require proper use of occupant restraint systems (seatbelts, head restraints, airbags, seat position).
 - e. Comply with the directions of the director, pastor or leader of the diocesan office, parish, camp or organization.
 - f. Have another adult accompany me when driving a child, youth or other vulnerable person.
3. I undertake to report to the director, pastor or leader all accidents and any suspension of my license or change in my insurance status which may occur after the date of this authorization while it remains in force.
4. I undertake to maintain, at all times, appropriate personal liability and indemnity insurance.
5. I am in good physical condition and mental state to make good driving decisions.
6. I am not currently taking any medications that would affect my judgment and, if prescribed any medications that may affect my judgement or my ability to drive safely I will not drive until I am no longer taking the medications.

I certify that all the information on this application is truthful and completely accurate. I agree to notify the diocesan office, parish, camp or organization within 14 days of any changes in any of the above information. I understand that false statements on this application will constitute grounds for immediate dismissal from my volunteer driver position.

By signing, I agree to abide by safety procedures as established by the Diocese/Parish and abide by all laws.

Signature of Volunteer Driver

Date (Day/Month/Year)